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| **Job Description** |  |
| **Job Title:** | **Lead Parish Giving Adviser** | **Department**: | Finance |

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| **Post reporting to** |
| Finance Director |  |

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| **Job Purpose** |  |
| * To lead a small, energised team implementing our ‘Generous Giving Strategy 2018-2023’ across the Diocese of Hereford, through which you will foster and nurture a mutually supportive, dynamic and creative team culture;
* To broaden the understanding of, and engagement with, Christian stewardship and generous giving across the Diocese, particularly amongst local leaders – lay and ordained;
* To help deliver a step change in giving to facilitate sustainable and holistic church growth;
* To meet regularly with Parochial Church Council (PCC) members, churchwardens, treasurers, clergy and congregations to encourage and enable them to identify the resources necessary to fulfil their mission;
* To continue to develop and promote the national Parish Giving Scheme, legacy giving, and appropriate digital giving platforms.
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| **Dimensions** |  |
| * Line manage two part-time colleagues:

 Parish Giving Adviser – Mission Development Parish Giving Adviser – Giving Development* Represent Parish Giving Adviser team at diocesan leadership level, participate in regional and national church gatherings
* 400 churches across 13 deaneries in the Diocese of Hereford.
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| **Accountabilities** |
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| * Develop and oversee delivery of diocesan Generous Giving Strategy;
* Lead and line manage two part-time Parish Giving Advisers;
* Lead full implementation of Parish Giving Scheme across all deaneries;
* Encourage and nurture the growth of a Giving & Fundraising Forum within each deanery;
* Support Parish Giving Adviser (Ministry Development) to promote a wider understanding of the principles of planned and proportionate financial giving as part of Christian discipleship, leadership and ministry;
* Work collaboratively with deanery, benefice and PCC leaders in all their diversity, equipping and resourcing their stewardship campaigns both theologically and practically in line with mission action plans;
* Support PCCs to encourage innovation and creativity, to identify and promote good practice in budgeting, to maximise giving, legacy giving, investment of reserves; to maximise Gift Aid and Gift Aid Small Donations Scheme opportunities; and – alongside Parish Giving Adviser (Giving Development) – harness new ideas and ways of giving, including contactless payments and use of online giving tools;
* Develop, gather and make accessible a range of effective resources and training events that can support and energise a culture of generous giving;
* Introduce a legacy policy for the Diocese and encourage PCCs to adopt their own;
* Promote in parishes greater use of existing toolkits (Generosity Toolkit, Giving for Life, Growing a Generous Church, Mission & Mortar etc.);
* Support diocesan training initiatives to develop skills, confidence and effectiveness of PCC officers, particularly treasurers, in preparing budgets and sustainable stewardship plans that are mission/church growth-focused;
* Liaise with diocesan and deanery colleagues to identify support needs of individual PCC’s, especially those finding it difficult to sustain their Parish Offer contributions;
* Encourage a ‘can do’ attitude by challenging traditional thinking, and celebrating and sharing good practice;
* Communicate creatively to deepen understanding of parish and diocesan finances;
* Analyse/interpret statistical information on parish giving levels and finances;
* Represent the Diocese within the Church of England in relevant networks and events;
* Undertake other reasonable duties as required.

Occupational RequirementThe nature of this role and its central place in communicating and furthering the aims of the Diocese of Hereford mean that, within the provisions of the Equality Act 2010, there is an Occupational Requirement for the post holder be a committed Christian.**DBS**Given the nature of the role an enhanced DBS check is required. |
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| **Special Features** |  |
| Key relationships include:Parish Giving Adviser colleagues, diocesan support ministers including Community Partnership and Funding Officer, Deanery Leadership Teams, Diocesan Bishop and Archdeacons, Diocesan Secretary, Finance Director, Communications Director, Bishop’s Council trustees, PCC members, regional and national stewardship networks.Due to the location of parishes across a wide area in the Diocese of Hereford, it will be necessary for the post holder to have access to a vehicle and be willing to drive to meet with colleagues and parish representatives at times that suit them. |

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| **Organisation Chart** | - showing post above, peers and direct reports |
| Finance DirectorLead Parish Giving Adviser  Parish Giving Adviser – Mission Development Parish Giving Adviser – Giving Development |

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| **Agreed: Job Holder**: |  |
| **Agreed: Line Manager**: |  |
| **Date:** |  |

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| **Person Specification** |  |
| **Job Title:** | **Lead Parish Giving Adviser** | **Department**: | Finance |

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| **Qualifications & Experience** | Qualifications or specific experience ***required to do the job***. |
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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent) | Demonstrable knowledge of and interest in financial giving and stewardship. | Possess a recognised financial and/or fundraising qualification.Knowledge of tax efficient giving, Gift Aid, online funding tools, legacies, ‘Friends of’ schemes.Working knowledge of Church of England’s Parish Giving Scheme.Some knowledge of Christian theology and biblical principles of Christian giving.Awareness of Church of England structures and governance arrangements. |
| Type of Experience required | Worked with or within charitable or voluntary organisations.Proven experience of leading and communicating change; identifying and implementing solutions to overcome resistance and barriers to change. | Practical experience of managing finances within a small charitable organisation.Experience of developing and implementing fundraising strategies and campaigns in not-for-profit or social enterprises. |

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| **Competencies** Competencies or specific skills ***required to do the job.*** |
| **ESSENTIAL** | **DESIRABLE** |
| * An encourager with the ability to get alongside and enthuse others
* Be passionate about Christian giving and stewardship, with a ‘can do’ attitude
* Able to build credibility among stakeholders through delivering results
* Excellent verbal and written communication skills, able to listen carefully and to influence and persuade at all levels
* Able to present clearly and credibly (physically and virtually) in an engaging and authentic manner to groups of people of different backgrounds and experiences
* Able to demonstrate flexibility and patience in responding to differing views, yet being prepared to challenge unhelpful entrenched positions – this role is about breaking through barriers and changing culture!
* Be persistent yet pragmatic
* Innovative and able to think ‘outside the box’ to suggest ideas and tailor practical solutions to individual situations
* Able to build volunteer networks and work collaboratively with a diverse range of stakeholders
* Able to manipulate and analyse data and use this to prioritise focus areas
* Able to launch initiatives and inspire people to engage with them
* IT literate and proven ability with Microsoft Office / 365 applications
* To bring ideas, skills and creativity to areas we have not yet identified.
 | Able to leverage social media platforms to share key messages and engage stakeholders and supporters.  |

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| **Agreed: Job Holder**: |  |
| **Agreed: Line Manager**: |  |
| **Date:** |  |